



JOB VACANCY ANNOUNCEMENT

Position Title: Administrative Services Assistant
Status: Full-Time, 40 hrs/week
Starting Salary Range: Grade 7; \$17.93 - \$21.09/hr
Location: Administration, Detroit Lakes

Position Number: 23-27
Recruitment: Internal/External
Closing Date: December 3, 2023

Primary Position Objectives: This position provides high-level administrative support to the upper management staff and other administrative office staff within RMCEP. Also serves as back-up to other administrative staff assisting in taking meeting minutes, payroll and worker's compensation.

Required Qualifications: Associates degree in a business-related field (two-year college or technical school) or a combination of three (3) years education and related office experience. Ability to communicate effectively both verbally and in writing. Must manage time effectively and be detail oriented with a high accuracy rate. Computer skills to include word processing, email and internet. Must pass a criminal background check.

Preferred Qualifications: Ability to perform advanced office functions, including basic accounting skills. Ability to work in a team environment and work effectively with other agencies, the public, and staff at all levels. Able to effectively meet deadlines and maintain confidentiality.

Essential Functions: Perform advanced word processing and spreadsheet functions such as creating and formatting documents and spreadsheets. Reception duties to include answering the phone, routing calls and visitors, and processing mail. Interact with agency staff, vendors, and other agencies to purchase goods and services. Coordinate the development, printing, and distribution of forms and publications. Be a resource for staff in office procedures and client files. Develop and maintain office files and records. Maintain schedules, make appointments, and arrange travel for administrative staff. Coordinate meeting accommodations and catering services. Assist the Accounting Department in processing and recording center financial transactions. Provide back-up to the Office Manager as needed, including taking meeting minutes.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.**

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